

This Notice Expires 1 December 1974

RECORDS AND CORRESPONDENCE

14 December 1973

STATINTL

VITAL RECORDS PROGRAM

1. In October 1969 President Nixon issued Executive Order 11490 which revoked Executive Order 10346 and reaffirmed the Federal Government's position which requires that each Federal agency must be able to perform its essential functions during any emergency. Whereas the earlier order addressed itself to civil defense emergency plans, its successor is more comprehensive and includes emergencies arising not only from warfare but fire, theft, sabotage, flood, or any other disaster.

2. Executive Order 11490 specifically requires that each agency establish a program for the safekeeping of essential records. Since this program is administered on a decentralized basis, [REDACTED] places the responsibility for the selection, scheduling, and transfer of these vital records with the appropriate Deputy Director or Head of an Independent Office.

STATINTL

3. To ensure that the Agency will be able to operate during and after an emergency, it is essential that each operating component identify those records that are essential to it on a continuing basis and which, if destroyed, would constitute an irreplaceable loss. Once identified, copies of these vital records should be scheduled for transfer to the Agency repository for safekeeping and routinely replaced when updated versions are issued.

4. The DDM&S/ISAS/Records Administration Branch is available to advise offices on all matters pertaining to vital records.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]  
Acting Deputy Director  
for  
Management and Services

STATINTL

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